



# Lockdown Procedure

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### 1. Introduction

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, with the following as some examples:-

- A reported incident/civil disturbance in the local community – with the potential to pose a risk to staff and students within the school.
- An intruder on the school site – with the potential to pose a risk to staff and students.
- A warning being received locally of a risk of air pollution (smoke or gas cloud etc.)
- A major fire in the vicinity of the school.
- A terrorist attack.

## **2. Procedure** – [a detailed procedure can be found in the staff handbook](#)

### **The school's lockdown plan is as follows:**

#### **Signal for lockdown:**

- Manual ringing of school bells from the Deputy Headteacher's office based on one ring, silent, one ring, silent...

#### **Signal for all-clear**

- Verbally from designated person/Leadership Team. Or manual ringing of the school bells from the Deputy Headteacher's office in the same manner as the signal for the start of lockdown. Staff have been advised to listen out for either signal depending upon the cause of the lockdown.

#### **Lockdown:**

- All classes to remain in own classrooms with teacher/support supervision.
- Entrance points should be secured – both internal and external doors and all windows.
- Communication – mobile phones.

#### **Initial response – lockdown:**

- 1.** Ensure all pupils are inside the school building.

Any pupils not in the classrooms should be instructed to return to them immediately. Any pupils outside should be taken to the nearest safe building or, under the teacher's supervision, hide or disperse if this was to ensure their safety.

- 2.** Ensure all pupils take initial cover (under tables) under supervision of a teacher.

- 3.** Dial 999 to alert emergency services.

- 4.** Take sensible precautions to increase protection

- Block access points.
- Draw curtains/blinds.
- Turn off lights.
- Keep out of sight/stay away from doors and windows.
- Encourage students not to use their own mobiles.
- Encourage students to remain calm and quiet.

- 5.** Remain inside until all-clear has been given unless evacuated under the supervision of the emergency services.

### **3. Communication between parents and the school**

In the event of an actual lockdown, any incident will be communicated to parents as soon as practicable.

**Parents will be told:-**

'Princes Risborough School is in a full lockdown situation. During the period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. The school will give an update as soon as it is practicable.'

School lockdown procedures will be communicated to the parents through the regular newsletter, via the website or through the text communication system.

Parents should:

- Be reassured that the school understands their concerns for their child's welfare, and that it is doing everything to ensure their safety.
- Not contact the school. Calling the school could tie up telephone lines that are needed for contacting the emergency providers.
- Not come to the school. They could interfere with the emergency provider's access to the school and could put themselves in danger.
- Wait for the school to contact them about when it is safe to come and get their children, and where from.

**4. Emergency Services**

It is important to keep lines of communication open with the Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regard to the timing of any communication to parents.

**5. Version Control**

Date	Circulation	Amendments to previous version